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ORD-3298-72

7 JUN 1972

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Science and
Technology

SUBJECT : Recommendation for Quality Step
Increase - [REDACTED]

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1. It is recommended that [REDACTED]
of the Procurement Management Staff, Office of Research and
Development, be granted a Quality Step Increase from
GS-7, Step 3 to GS-7, Step 4.

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2. [REDACTED] entered on duty with the Agency on
25 September 1966 as a GS-4. She has progressed to a
GS-7 since that time on the basis of her increased profi-
ciency and responsiveness to additional responsibility.

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[REDACTED] transferred laterally in February 1971 to
ORD/PMS. This move was made with full recognition on the
part of the employee that the transfer was lateral and
that her work assignment would be extremely demanding in
terms of production, accuracy and responsibility.

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3. [REDACTED] performance has been invaluable
to the overall success of PMS/ORD efforts. Her prompt,
excellent execution of administrative assignments levied
upon her by C/PMS/ORD and her production of finished con-
tractual documents typify areas of performance in which
she has maintained sustained high quality. This high
quality performance has continued during the employee's
entire term with PMS/ORD, which has been 14 months.

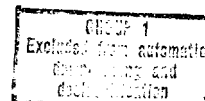
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4. In view of [REDACTED] performance, it is
recommended that a Quality Step Increase be awarded in
recognition of her capabilities.

25X1A9a [REDACTED]

Robert M. Chapman
Director of Research and Development
DD/S&T

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SUBJECT: Recommendation for Quality Step
Increase - [REDACTED]

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CONCUR:

Deputy Director for Science and Technology

Date

The recommendation contained in paragraph 1 is approved.

Director of Personnel

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SS/ORD/DD/S&T: [REDACTED] :dpc 2637 (1June 72)

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